

**Hunter College of the City University of New York**  
Department of Mathematics and Statistics

**By-laws of the Department of Mathematics and Statistics**  
**(Revised 11/89)**

**Article I. Constituencies of the Department**

**Section 1.** For the purposes of this document the members of the Department of Mathematical Sciences are divided into four constituencies: members having Faculty Rank; members having Faculty Status; members holding the title of College Laboratory Technician or Assistant to Higher Education Officer; all other members (e.g. secretaries, tutors, part-time instructors, majors, other students). The word Department (with a capital D) shall refer to members of the first three constituencies.

(The terms "Faculty Rank" and "Faculty Status" are as defined in the By-laws of the Board of Trustees [Article VIII, Sections 8.1 and 8.2]. In essence, Faculty Rank means Assistant, Associate, Full or Distinguished Professor, and Faculty Status means Full-time Instructor or Lecturer with a Certificate of Continuous Employment.)

**Article II. Chair and College Governance Representatives**

**Section 1.** The Chair shall be the principal officer of the department. In addition to the powers and duties prescribed by the Board of Trustees (Article IX; Section 9.3, of the By-laws of the Board of Trustees), the Chair shall have such powers and duties as may be assigned by the Department.

**Section 2.** Election of a Chair shall be held at a meeting called for that purpose. Members of the Department eligible to vote (Article VI; Section 4) shall be notified in writing at least ten days before the date of the meeting. Three-fourths of those eligible to vote shall constitute a quorum for the election. The following rules shall apply:

1. Ballots shall be used for nomination and election.
2. Eligibility for candidacy shall be as determined by the

By-laws of the Board of Trustees (Article IX; Section 9.1).

3. Eligible persons receiving at least one nomination and accepting shall be declared candidates.
4. If votes are cast for several candidates, the candidate(s) with the least number of votes shall be eliminated from the list of candidates, unless all candidates are thereby eliminated, or unless a single candidate who has not received votes of a majority of those eligible to vote thereby remains.
5. Balloting shall continue until a single candidate remains, except as indicated below.
6. The remaining candidate shall have been elected if he or she received the votes of a majority of those eligible to vote.
7. Balloting shall not be repeated more than three times with no change in votes, or with one candidate only.

If no candidate is elected, a date and time shall be selected for a second meeting to continue the election. If all the remaining candidates withdraw at the subsequent meeting, the election procedure shall begin again. Otherwise the election shall continue, with the candidate(s) for election being only the remaining candidates from the first meeting who have not withdrawn. Rules 4,5,6 and 7 are to apply. If no candidate is elected at the second meeting, the Department shall ask the assistance of the Administration in selecting a Chair. Specific recommendations to the Administration (e.g. to choose one of the remaining candidates, to search for outside candidates) shall be made if the Department resolves to do so. Such resolutions shall be made at the second meeting.

**Section 3.** Election of a member or members of the Committee on Personnel and Budget, henceforth cited as the P&B, shall occur at the meeting held for the primary purpose of electing a Chair. Members of the Department eligible to vote (Article VI; Section 4) shall be notified in writing at least ten days before the date of the meeting. Three-fourths of those eligible to vote shall constitute a quorum for the election. The following rules shall apply:

1. Ballots shall be used for nomination and election.
2. Eligibility for candidacy shall be as determined by the By-laws of the Board of Trustees (Article IX; Section 9.1).
3. Eligible persons receiving at least one nomination shall be declared candidates.
4. If there are several positions to be filled, each ballot cast shall contain at most that number of names of candidates in order to be valid.
5. If votes are cast for several candidates, the candidate(s) with the least number of votes shall be eliminated unless this procedure results in fewer candidates than the number of positions to be filled.
6. A candidate shall have been elected if he or she received the votes of a majority of those eligible to vote.
7. Balloting shall continue until there are elected as many candidates as there are positions to be filled, except that balloting shall not be repeated more than three times with no change in votes.
8. If balloting has been repeated three times with no change in votes, and there have been no candidates elected, a date and time shall be selected for a subsequent meeting to continue the election.
9. If balloting has been repeated three times with no change in votes, and there has been at least one candidate elected, but an insufficient number of candidates elected, nominations shall be reopened and an election held for the remaining positions. Candidates who were not elected must be nominated to remain candidates. The election for remaining positions may be held immediately, or at a subsequent meeting.

**Section 4:** The representatives of the department for the purposes of College Governance shall consist of:

1. Faculty and student members of the Hunter College Senate, nominated and elected in accordance with the terms of the College Governance Charter (Article IV).
2. Faculty and student representatives to the Evening Session Council, nominated and elected in accordance with the terms of the College Governance Charter (Article IX).

**Article III.** Departmental Committees created by the Board of Trustees.

**Section 1.** Departmental committees created by the Board of Trustees shall have the powers, duties, and composition prescribed by the Board, and any additional powers and duties assigned by the Department. These committees shall report their actions promptly to the Department.

**Article IV.** Departmental Committees created by the Governance Charter.

**Section 1.** A Standing Committee of the department shall be the Committee on Educational Policy and Curriculum, consisting of at least three members of the Department of Faculty Rank or Faculty Status, qualified respectively to represent (by teaching at least one course in) the Day Session, Evening Session, and Graduate Program, and an equal number of students, of whom at least one shall be a Day Session major, another, an affiliated student of the department in the Evening Session, and another, a graduate student.

This Committee may initiate and shall review recommendations for changes in departmental policy; it shall propose and review recommended changes in the curriculum offered by the department, formulate policy regarding the department's conduct of academic advisement, review the adequacy of departmental governance, and propose changes in the By-laws as considered necessary.

**Section 2.** A Standing Committee of the department shall be the Committee on the Evaluation of Teaching. This Committee shall consist of

from three to five departmental majors, one faculty member, and one faculty alternate. It shall have the responsibilities prescribed by the College Governance Charter (Article XII; Section 3).

**Section 3.** Members of Standing Committees shall serve for a period of two years, or until the the first departmental meeting of the second May following their election, whichever comes first, with the following exception. At the initial election at least one, but not all, full-time faculty members nominated for the Committee on Educational Policy and Curriculum shall be elected, in a separate election, for a period ending at the first departmental meeting of the following May. This is to insure that an election is held at least once a year for membership on this Committee.

**Section 4.** Nomination for membership on each Standing Committee shall be from the floor. Eligible persons receiving at least one nomination and not withdrawing shall be declared candidates. Election of each standing committee shall be by ballot in accordance with Rules 4-7 of Article II; Secton 3, subject to the following qualifications:

1. If too many receive a majority of the votes cast, candidates shall be declared elected in order of the numbers of votes received, until this procedure elects the required number for the committee.
2. If an insufficient number of candidates are elected, and balloting has been discontinued, it may begin again if a resolution is passed defining rules for continuing.

**Section 5.** Following the election of faculty members, nomination for a Chair of the Committee on Educational Policy and Curriculum shall be made from the floor. Any member of the Department can nominate, but only elected members of the Committee having Faculty Rank or Faculty Status are eligible for candidacy (see Article I; Section 1). Voting shall be by ballot, and shall be restricted to those members of the Department having Faculty Rank or Faculty Status. Rules 3-7 of Article II, Section 2, shall apply to this election. The elected Chair of the Committee will serve for one year, or until the first departmental meeting of the following May, whichever comes first.

**Section 6.** Vacant unexpired terms will be filled by election at a regular departmental meeting, in accordance with the rules of Section 4.

**Article V.** Administrative Responsibilities of the Faculty

**Section 1.** When circumstances permit, all instructional staff are expected to give prior notice to the departmental office each time a scheduled class is cancelled.

**Section 2.** Each full-time faculty member having a normal teaching schedule is expected to hold office hours at least twice each week, on at least two different days, during the regular semester. When circumstances permit, faculty are expected to give prior notice to the departmental office each time these hours are cancelled. Advisors are expected to hold additional office hours during the first week of each semester.

**Section 3.** One faculty member will be designated the departmental liaison with the library. This individual is nominated by the Chair and serves for one year at the discretion of the P&B. Interest in the job shall be a consideration in the choice. It is the responsibility of this individual to maintain familiarity with library material of interest to members of the department, including new acquisitions, and to keep the department informed of any changes in library policy.

**Section 4.** One faculty member will be designated the departmental representative to the Divisional Curriculum Committee. This individual is nominated by the Chair, and serves for one year at the discretion of the P&B. Interest in the job shall be a consideration in making the choice. It is the responsibility of the designee to keep the Chair informed of matters handled by this committee which are of interest to members of the Department.

**Section 5.** If the need to have faculty serve the department in other administrative capacities arises, an individual or individuals may be nominated by the Chair to serve at the discretion of the P&B. Interest in the job shall be a consideration in making the choice(s).

**Section 6.** Ad hoc committees, of any size and composition, may be nominated by the Chair at any time to serve at the discretion of the P&B. Interest in the job shall be a consideration. Such a committee need have only one member. The committee must be dissolved upon completion of the specified task, or at the end of one year if the task has not been completed. In the latter case the committee may be recreated by the Chair, again to serve at the discretion of the P&B. All full-time faculty must be notified of the existence of each such committee, and must be given a reasonable opportunity to volunteer for service. Membership need not be restricted to faculty, or to the instructional staff. For example, students could be appropriate in various situations.

**Section 7.** Total performance in the areas of instruction, research, administrative and community service shall be a principal consideration of the chair in nominating faculty for administrative and committee tasks, and a principal consideration of faculty in undertaking administrative and committee tasks. There is to be no presumption that all faculty shall provide the same level of administrative and committee service. Faculty shall have the right to decline specific administrative and committee assignments, but shall have the duty to respond fairly to requests related to the needs of the Department and the College, beyond classroom teaching and scholarly research and writing.

**Section 8.** Ad hoc committees may also be formed at a meeting of the department with the approval of two-thirds of the Department. Such a committee is to dissolve after completing their designated task and reporting to the Department, or if the task has not been completed within one year. In the latter case the committee can be formed again by the same procedure. Membership on committees created by this method will be by nomination, with self-nominations permitted. The rules of Article IV, Section 4, will apply to the elections. Committee membership is not restricted to voting members of the department, or to the instructional staff. However, membership in each instance may be limited if approved by a majority vote of those eligible to vote (see Article VI; Section 4).

**Section 9.** The Chair shall be ex-officio a member of all departmental committees.

**Article VI. Departmental Meetings**

**Section 1.** A calendar of monthly departmental meetings shall be posted and distributed by the Chair prior to the first meeting of each semester.

**Section 2.** A scheduled meeting of the department may be cancelled by the Chair if, in the opinion of the Chair, there is insufficient business to warrant a meeting.

**Section 3.** The agenda of each monthly meeting shall be prepared by the Chair and distributed to members of the Department at least one week before the meeting. Additions to the agenda may be made at the meeting with the consent of the Department.

**Section 4.** Full-time members of the Department having Faculty Rank are eligible to vote on all matters. In the election of a Chair, and in the election of a member or members of the P&B, only these individuals are eligible to vote.

Full-time members of the Department having Faculty Status are eligible to vote on all other issues. If the proposal involves a specific course (e.g. textbook selection), or any other matter within the purview of the Committee on Educational Policy and Curriculum, only full-time members of the Department having Faculty Rank or Faculty Status are eligible to vote.

Full-time members of the Department holding a College Laboratory Technician title or an Assistant to Higher Education Officer title are entitled to one-half of one vote on all other issues.

No other individuals are eligible to vote at departmental meetings.

(The relevant item in the By-laws of the Board of Trustees is Article IX; Section 9.1.)

**Section 5.** Special meetings of the department may be called at the discretion of the Chair. The Chair shall call a special meeting upon the written request of at least one-third of the voting members of the Department. At least three days' notice shall be given to the Department for such a meeting. The agenda shall be limited to the stated purpose of the meeting.



**Section 6.** Minutes of meetings shall be recorded by a secretary selected by the Chair to serve for one year. Office staff shall actually take minutes. The minutes shall be distributed to members of the Department prior to the following meeting, along with the agenda of that meeting.

**Section 7.** A quorum necessary to transact business at departmental meetings shall consist of a majority of the Department eligible to vote (Section 4 of this article), not including those on leave of absence or Fellowship Leave (i.e. sabbatical).

### **Article VII. Amendments and Revisions**

**Section 1.** These by-laws may be amended or revised at a departmental meeting by a two-thirds vote by ballot. The voting shall be restricted to those members of the Department having Faculty Rank or Faculty Status (see Article I; Section 1). Prior written notice of a least two weeks must be given to the Department for such a meeting.

Passed by the Department  
November 9, 1989